

## **SECURITY RULES FOR CORRECTIONAL FACILITY PROJECTS**

The security aspects of working at the Correctional Facility are critical. The following security rules are part of the site conditions and are a part of this Contract. All persons coming on the site in any way connected with this Work shall be made aware of them, and it is the (General) Contractor's responsibility to check and enforce them.

1. Submit list of names, with date of birth and social security number(s) of all employees working on this project to Chief of Security of his approval one week in advance of work at site. (Anyone found not suitable to the Chief of Security shall not be permitted access to site).
2. All vehicles will be locked at all times when not occupied. No keys are to be left in vehicles unattended at any time.
3. No weapons, bows and arrows, etc., are to be in vehicles on this project. Weapons found will be confiscated and will not be returned.
4. No alcohol or drugs are allowed on facility grounds (medication exempted by permission only). If drugs or alcohol are found on persons in vehicles, persons involved will be barred from working at this facility or any other State correctional facility for a period of up to one year.
5. Workers will not engage in conversation or be in proximity with inmates, nor do or agree to do any personal requests or favors for any inmate.
6. All tools left improperly, i.e., not in a suitably locked storage container, on the site will be confiscated by Department of Corrections and will not be returned to prior owner.
7. Should there be any missing or suspected missing tools or materials it will be reported at once to security.
8. Any trailers left on site must be locked each night.
9. Access to work area within the fence will be from 6:45a.m. to 5:00p.m. Monday thru Friday through the truck trap. A security guard will be available to assist contractor's personnel, equipment and vehicles through the trap.
10. If an accident occurs on State property, a written report must be submitted to the Chief of Security.